



U.S. Department of Justice

Office of Community Oriented Policing Services
1100 Vermont Avenue, N.W.
Washington, D.C. 20530

COPS

COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

NOTICE TO ALL APPLICANTS

Due to recent events which have resulted in expanding the process handling time for Department of Justice postal mail in the Washington, D.C. area, the COPS Office reminds you that when submitting your COPS in Schools application for consideration, you are welcome to send your application package via overnight mail, using any of the numerous overnight mail carriers available nationally. The address that should be used for overnight mail deliveries to COPS is:

COPS in Schools Control Desk
U.S. Department of Justice, Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
7th Floor
Washington, D.C. 20005

The COPS Office thanks you for your interest in COPS in Schools program funding. If you have any questions, please contact your COPS Grant Program Specialist at 1.800.421.6770.



FAQs

CIS Frequently Asked Questions

What is the COPS in Schools (CIS) retention requirement?

As part of CIS grant requirements, your agency is expected to retain all additional COPS-funded officer position(s) for at least one full local budget cycle at the conclusion of federal funding. Your agency is expected to complete and sign the Retention Plan Certification included with this application. The Retention Plan Certification must identify the planned funding source for the retention of the requested additional COPS CIS officer position(s). Your highest-ranking law enforcement and government executives must sign and date the Retention Plan Certification.

Deadline:

**Applications must be
postmarked
on or before
June 14, 2002**

Can CIS funds be used to replace local or state funds for existing officer positions?

No. COPS in Schools funding must be used to hire new, additional sworn officer positions over and above the number of sworn positions that your agency would have funded in absence of the grant. For example, if your department has a budgeted sworn force of 10 officer positions, and funding for one additional officer position is awarded through CIS, it is required that your department maintain a minimum sworn force of 11 officers (10 existing + 1 CIS) for the life of the grant, as well as for the entire retention period. If your agency's local budget for sworn officer positions increases during the grant period, you must maintain that new increased sworn officer strength in addition to the COPS-funded positions. If a locally-funded officer leaves your agency (e.g., resignation, retirement, etc.), your department must backfill that position with a locally-funded officer pursuant to your normal procedures. If your agency is unable to maintain this total officer strength as a result of budget cuts or other circumstances, please contact the COPS Office immediately for guidance.

**Remember to send an
original and two copies of all
application materials.**

What is the maximum number of positions that may be requested through CIS?

The COPS Office does not impose a limit on the number of positions your department can request through a CIS application. CIS officer requests should be consistent with departmental staffing needs and resources. However, there is no guarantee that your request will be funded in full. The COPS Office has the discretion to evaluate how many positions your agency may be awarded by using factors such as your officer-to-population ratio and municipal growth rates.

Is there any requirement for the amount of time that the School Resource Officers must spend in and around the schools?

Yes. Under the COPS in Schools 2002 grant program, the School Resource Officer position(s) must spend a minimum of 75% of their time in and around primary and secondary schools working on youth-related activities as outlined in your Narrative Addendum and Memorandum of Understanding. It is at your department's discretion as to how you will internally track this requirement (e.g., daily, weekly, monthly or annually).

Our agency did not submit the CIS 2002 application by the final deadline. Will our application still be considered for funding even though it is past the deadline?

No. Unfortunately, applicants who do not submit a complete application package *postmarked* on or before the final June 14, 2002 deadline will not be considered for funding.



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Application Checklist

CIS 2002 Application Checklist

Agencies seeking funding to hire new, additional sworn School Resource Officers under the COPS in Schools (CIS) grant program must complete the application and accompanying forms. Any additional officer position(s) requested through CIS must be new positions that supplement your agency's budgeted sworn force level. If you have any questions about your application, please contact your COPS Grant Program Specialist at 1.800.421.6770.

☐ **COPS in Schools 2002 Application Form**

The highest ranking law enforcement and government executives in the jurisdiction must sign the Application Form.

☐ **Additional Partner Information Page** (if applicable)

☐ **COPS in Schools Training Requirement**

The highest ranking law enforcement executive and appropriate school official must sign the CIS training requirement.

☐ **Certifications**

The same law enforcement and government executives who signed the CIS Application Form must sign the Certifications.

☐ **Assurances**

Either the law enforcement or government executive who signed the CIS Application Form must sign the Assurances.

☐ **Disclosure of Lobbying Forms** (if applicable)

☐ **Retention Plan Certification**

A complete and signed Retention Plan Certification must be submitted at the time of application.

- By signing the Retention Plan Certification, your agency is committing to retain the increased number of officer positions with local (non-COPS) funds for at least one full local budget cycle following the expiration of the 36-month COPS grant funding period for each officer position (please see the application instructions on page 14).
- As specifically as possible, the Retention Plan Certification must identify how your agency plans to secure and provide funding to continue the employment of the additional officer position(s) and must identify the anticipated source or sources of funding for the salary and benefits for the retained position(s).
- The Retention Plan Certification must have original signatures of both the law enforcement executive and the government executive. These executives must be the same as the executives who signed the CIS Application Form.

☐ **COPS in Schools Narrative Addendum** (Separate from MOU)

☐ **Memorandum of Understanding (MOU) Form**

☐ **Sheriff's, Start-up, and Special Department Questionnaires** (if applicable)

Based on the type of law enforcement agency indicated on page 4 of the application, you must include the appropriate questionnaire with your application package.

☐ **CIS Budget Information Worksheets**

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